

Personal Code of Conduct Policy

POLICY: Personal Code of Conduct

POLICY NUMBER: 300.10

APV'D DATE: 08/11/2020

EFFECTIVE DATE: 08/11/2020

CUSTODIAN: Human Resources

REVIEW DATE: 08/2020

REFERENCES: Corrective Actions Policy, any other relevant policies in the Employee Handbook

Part 1. Policy Background and Purpose.

Personal Code of Conduct standards are developed to ensure that White Earth Tribal and Community College (WETCC) employees are able to work together as a professional team, with consideration for the rights and interests of others.

Part 2. Definitions.

Code of Conduct is defined ethical and professional conduct expected of WETCC's employees.

Part 3. Responsibility.

It is the responsibility of all employees to adhere to the Personal Code of Conduct Policy.

It is the responsibility of immediate supervisors to investigate any allegations of infractions from this Personal Code of Conduct and take corrective actions when necessary.

It is the responsibility of the HR Technician to ensure disciplinary actions proposed are fair and consistent within WETCC and in conformance with the Corrective Actions Policy.

Part 4. Policy.

WETCC Personal Code of Conduct standards are developed to ensure all employees are able to work together as a professional team, with consideration for the rights and interests of others. WETCC may determine that certain behaviors are in violation of professional conduct.

In addition to policy violations, the following are examples of unacceptable personal codes of conduct that may result in disciplinary action; the list is not inclusive but serves to provide examples of unacceptable behavior; WETCC reserves the right to determine whether any actions warrant disciplinary action up to and including termination, as determined by the Supervisor:

1. conduct or performance on the job that indicate a lack of ability or failure to produce the quality and quantity of work the position requires; failure to fulfill the responsibilities of the job.

2. deliberately attempting to cause poor morale among WETCC employees by action or attitude on the job.
3. immoral conduct or indecency during working hours such as threatening, intimidating, coercing, using offensive or abusive language, harassing, bullying, or interfering with visitors, supervisors, or other employees.
4. any conduct while on company premises or on company business which reflects poorly on the WETCC, employees, students, or partners,
5. failure to comply with instructions or insubordination.
6. engaging in unauthorized personal business during work hours or unauthorized use of or removal of company property,
7. unauthorized removal or disclosure of confidential information or records.
8. falsifying or omitting information on an employment application or other company record.
9. disregard of policies, rules and/or procedures, including departmental policies and procedures.
10. destroying, damaging, defacing, or misuse of company property or the property of other employees, students, or visitors.
11. violation of appearance standards.
12. soliciting or accepting unauthorized payment of expenses or gratuities.
13. unexcused or excessive absenteeism and/or tardiness and abuse of time limits; for this policy, three (3) consecutive absences without notification to the supervisor will be considered a termination of employment.
14. violation of the Drug Free Workplace rules,
15. unauthorized possession of a dangerous weapon or instrument.
16. retaliation for disciplinary actions or retaliation towards another who reported a violation.
17. creating or contributing to a hostile work environment.
18. failure to report any illegal or immoral activity and/or failure to cooperate as requested.
19. failure to notify your supervisor of a driver's license suspension or revocation if driving is part of your job description.
20. failure to ensure that a personal work vehicle used for work purposes has current insurance coverage.
21. failure to report accidents or injuries that occur during work hours or while in the performance of the WETCC duties within the established time frame.
22. failure to comply with the Post-Accident Drug Testing Policy in the event of an on the job injury or accident.
23. criminal conduct or convictions that violate the primary duties or responsibilities related to work, whether the offense happened on or off the job.
24. failure to report drug convictions to the Supervisor within 5 days of an occurrence.
25. excessive tardiness or absenteeism.
26. using obscene language or acting in any manner that could be interpreted as sexual, racial, religious, or other forms of harassment.
27. using a WETCC computer or telephone/cell phone for unethical purposes or non-work-related purposes, including social networking sites, streaming, instant

- messaging, pornography, violence, gambling, racism, harassment, illegal activity, etc.
- 28. the use, sale, possession, transfer, manufacture, or distribution of alcohol and/or a controlled substance or paraphernalia commonly associated with controlled substances.
- 29. reporting to work under the influence of alcohol or illegal drugs.
- 30. failure to appropriately report a conflict of interest (real or perceived).

This list of personal conduct standards is not all inclusive but serves to provide employees with examples of unacceptable behavior. Manager may determine that certain behaviors not described in the WETCC Personal Code of Conduct standards warrant disciplinary action up to and including termination of employment without notice.